

Checklist - For Professionalizing an Indiana Superintendent License Issued under Basis of Bulletin 192, Bulletin 400 or Rules 46-47 (Superintendent License Only)

IN ORDER TO BE ELIGIBLE FOR THE PROFESSIONAL 10-YEAR SUPERINTENDENT LICENSE, YOU MUST HAVE A MINIMUM OF 5 YEARS OF ASSISTANT SUPERINTENDENT OR SUPERINTENDENT EXPERIENCE IN AN ACCREDITED SCHOOL CORPORATION.

- Complete the entire Application for Indiana Educator License, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a copy, front and back, of your Indiana License being renewed or a copy of your license information from the [Indiana Educator License Lookup](#)
- Attach a letter from another Administrator or the Human Resources Director, on official letterhead, verifying 5 years of experience as an Assistant Superintendent or Superintendent at an accredited school corporation.

Mail the completed forms and materials to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798